

SENIOR EXTENSION AGENT

DEFINITION: Under general supervision, performs work of moderate difficulty in providing education in improving farming practices, and in the improvement of maintaining healthy livestock; provides minor veterinary treatment; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Performs technical work concerned with animal health in support of veterinary medical programs; advises on farm management and soil conservation; provides support service in educating farmers and ranchers, and others needing technical assistance in assessing and analyzing agricultural, livestock, crop, land use and/or other situations; conducts research; makes recommendations for changes to operations, philosophies, approach and/or utilization; participates in the development, management, oversight and/or assessment of various projects and group-focused efforts and programs.

Assists veterinarian by providing basic treatment and procedures; prepares and cleans examination rooms, barns, kennels and other locations; provides and undertakes basic post-operative care; maintains files and records associated with medical and other activities; attends meetings of various groups, committees and agencies; drafts and/or provides informational brochures and/or other educational information.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation and applicable state and Federal statutes, rules, policies and procedures related to land use, environmental, mining, agriculture, community resources and other areas.

Knowledge of basic animal health, nutrition, and treatment.

Knowledge of field investigation processes and procedures, follow-up and enforcement.

Knowledge of community resources and availability.

Skill in analyzing and assessing situations and circumstances and applying correct discipline, information, rules, regulations and procedures to specific incidents, situations and circumstances.

Skill in providing education, training and information to a wide range of clients, and users of the Extension Office's services.

Skill in operating a personal computer utilizing a variety of software applications.

Skill in establishing and maintaining effective and cooperative working relationships with other departments of the Navajo Nation, vendors, clients, interested parties and others utilizing the services of the Extension Office.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires the ability to work out-doors in varying weather conditions at all times of the year. Walking over long distances, carrying heavy, bulky equipment and other items, climbing ladders or into trenches may be required. Work may be conducted near animals that are sick or injured. There is the risk of potential exposure to harmful chemicals, pesticides, noxious fumes and other hazards.

MINIMUM QUALIFICATIONS: An Associate's degree in Agriculture, Animal Science, Agronomy, Horticulture, Animal Health or a closely related field; and three (3) years of progressively responsible experience that involved rendering technical assistance in a agriculture or ranching environment; or an

THE NAVAJO NATION

Class Code: 3071
Natural Resources and Parks Series
Range Management Group
Overtime Code: Non-Exempt
Pay Grade: 61

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equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.